A Guide to the Form I-17 Fact Sheet

Document Contents

Introduction

Any school in the United States whose officials want to enroll F and/or M students must file a Form I-17, "Petition for Approval of School for Attendance by a Nonimmigrant Student," and receive approval (i.e., certification) from the Department of Homeland Security (DHS).

DHS has delegated the school certification process to U.S. Immigration and Customs Enforcement (ICE), and the Student and Exchange Visitor Program (SEVP) manages this responsibility for ICE.

SEVP certification authorizes a school to enroll F and/or M students. By accepting SEVP certification, a school makes a legally binding commitment to comply with certain federal laws and regulations and DHS requirements.

A petitioner must complete the Form I-17 electronically in the Student and Exchange Visitor Information System (SEVIS), a web-based system that maintains information on SEVP-certified schools, F and M students, and J exchange visitors.

IMPORTANT: SEVIS transmits the Form I-17 to SEVP when the petitioner selects the "Submit" option at the end of the data entry process.

- To receive certification by SEVP (i.e., to be adjudicated), the petition submission must be accompanied by the electronic submission of all required supporting documents.

- After a petitioner submits a Form I-17 to SEVP, school officials are unable to amend any data on the petition or SEVIS school information unless the petition is unlocked for edits deemed necessary for adjudication.

  o The Form I-17 must reflect the school's current operations at the time the petition is submitted.

  o Carefully crosscheck the entire petition for completeness and accuracy prior to submission.

- o Submission of only some of the supporting documents or evidence will be considered a request for a decision on the record and a decision will be rendered.

- o If changes occur in the information collected for the petition during adjudication, school officials must report them immediately to SEVP. SEVP will determine if the changes are substantive.

- o By exception, SEVP has discretion to issue a request for evidence (RFE) or notice of intent to deny (NOID). The RFE/NOID will indicate the date which the petitioner must respond with all required evidence. All evidence submitted in response to the RFE/NOID must be submitted at one time.

- o SEVP may allow the petitioner to make substantive changes if they might influence the adjudication. School officials should anticipate that any changes to an initial SEVP certification petition may, at a minimum, significantly increase the time until completion of adjudication.

This fact sheet will help you while you fill out the Form I-17 in SEVIS. It will also guide you through the process and explain individual parts of the form in detail.

If you still have questions after reviewing this guidance, you will find more detailed instruction in the "User Manual for School Users of the Student and Exchange Visitor Information System Version 6.11: Volume I Form I-17." Regulations that are the basis for SEVP certification are at *8 CFR 214.3, "Approval of schools for enrollment of F and M nonimmigrants."*

Types of schools that may qualify for SEVP certification to enroll F students include the following:

- A college or university that awards recognized bachelor's, master's, doctorate or professional degrees

- A community or junior college that provides instruction in liberal arts or professions which award recognized associate degrees

- A religious seminary

- A fine arts conservatory

- An academic high school (grades 9-12, public or private)

- A private elementary and/or middle school (grades kindegarten-8)

- A language training school accredited by a nationally recognized accrediting body (currently, either the Accrediting Council for Continuing Education & Training (ACCET) or the Commission on English Language Accreditation (CEA))

- A school that provides instruction in the liberal arts or fine arts, instruction in the professions, or instruction or training in more than one of these disciplines

Types of schools that may qualify for SEVP certification to enroll M students include the following:

- A community college or junior college that provides vocational or technical training and awards recognized associate degrees

- A vocational high school

- A school that provides vocational or nonacademic training other than language training

Schools that offer programs of study accepted for both F and M students may petition for SEVP certification for both classifications.

Types of schools that may not qualify for SEVP certification to enroll either F or M students include the following:

- A home school

- A public elementary and/or middle school

- A publically funded adult education program, as defined by *section 203(l) of the Adult Education and Family Literacy Act, Public Law 105–220*, as amended, *20 U.S.C. 9202(l)*.

For definitions of specific terms, please refer to the glossary at the end of this document.

How to Apply for SEVP Certification

First, school officials and the petitioner should review all relevant documents pertaining to the certification process and decide whether petitioning for certification is currently in the best interests of the school. The certification process is very time consuming and requires active participation from the school. It also requires ongoing compliance of all reporting, recordkeeping, and maintence of the certification and nonimmigrant students if approved by SEVP.

By reviewing the information, the petitioner can make informed decisions about school officials' ability to provide the School Certification Unit (SCU) with all requested evidence and allocate the correct resources to this petition and if approved continued workload.

School officials must ensure that their school is among the types of schools that SEVP certifies.

The regulations that are the basis for SEVP certification can be found at 8 CFR 214.3, *"Approval of schools for enrollment of F and M nonimmigrants."*

A school must be an established, bona fide place of study, **currently engaged in instruction of the programs of study for which officials are petitioning approval**. This means, that when petitioning for certification for certain programs of study, school officials must be able to provide evidence that students are enrolled and have completed that course of study. SEVP certifies a school's programs of study for which it wants to enroll F and/or M students, not the school as a whole.

After deciding to apply for certification, school officials must follow these steps:

- First, choose one school official that will obtain a temporary user ID and password to access SEVIS. This is very important because this person is the only official who will be given access to the system during the consideration of the petition. The official must electronically complete and submit an electronic Form I-17 via SEVIS. To complete this step, visit SEVIS, select "Register for New Account," and enter the requested information.

- Next, enter the Form I-17 information in SEVIS by using the temporary ID and password received after submitting your school's information.

- Finally, submit a nonrefundable certification fee of $1,700 for the filing of the petition and $655 per instructional site reported on the Form I-17 for the site visit through www.pay.gov. For more information on instructional sites, please review this policy guidance.

SEVIS is for use of authorized users only. DHS has designated SEVIS to be a Privacy Act system of records, and SEVIS information will be used and disclosed in accordance with *5 USC §552a, Privacy Act of 1974*, as amended. Unauthorized use of SEVIS may be prosecuted under the Privacy Act, within the scope of *8 CFR 214.4*.

Certification Process

SEVP adjudicates petitions for school certification on a first in, first out system. However, a petition submission that is unclear or incomplete may require a RFE for clarification or additional evidence/edits which removes your petition from the process while your response is pending. Your effort to carefully prepare the evidence required for certification is the single most important determinant in how quickly the adjudication process will be completed.

School officials may not accept a student for enrollment as an F or M student until school officials receive notification from SEVP that they have successfully completed the SEVP certification process. Once the school is SEVP-certified and the designated school official (DSO) nominees have been approved, enrollment may begin. DSOs will then receive full access to SEVIS, and will be able to enter student information in SEVIS and issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Completing the Form I-17 in SEVIS

Note: The numbered fields in SEVIS do not correspond with the numbering on the printed Form I-17. The "Submitting the Form I-17 in SEVIS" section of this fact sheet includes a conversion chart.

Field 1

For this field, select the types of nonimmigrant students (F, M or both) you are seeking certification to enroll. Your choice in this field is the basis for evidence requested to support your application.

- Base your decision only on programs of study that your school currently offers.

- You do not need to submit all your programs of study for certification, only those in which you would like to enroll F and/or M students.

o To enroll students in F status, studying in academic or language programs, select the first option: "*Section 101(a)(15)(f)* of the Act (academic and language students)."

o To enroll students in M status, studying in vocational or technical training programs, select the second option: "*Section 101(a)(15)(m)* of the Act (vocational students)."

o To enroll F and M students, select both options.

Note that the program(s) of study you list in Field 19 also must support and align with the selection in this field.

Field 2

Enter the full legal name of your school. Make sure that this name is consistent, when applicable, with the name listed on the school's state licensing and accreditation information. If your school has a "doing business as" (DBA) name, please include it in this field, preceded by DBA.

Normally, the correct entry for Field 2 will be the name of an individual school. School systems, however, have the option of applying for certification of the school system as a whole. The phrase "school system" refers to a system comprised of public schools (grades 9-12) or private schools, including dioceses, (grades kindergarten-12). Filing can be done in either of the following ways:

- A petitioner can file for the school system as a single entity, specifying the schools within the system to be SEVP-certified. For example, officials for public school districts must list the main district office in this field, and list each high school that F and/or M students will be enrolled as instructional sites.

- Individual schools within the school system may file independently from the system for SEVP certification. In this case, Field 2 should have the name of the individual school.

For Field 2a, enter the full name of your main instructional site (previously termed "campus"). For most schools, it is the location of the principal administration offices. Often, the answers for Fields 2 and 2a are the same.

Note that officials of school systems should supply the name of the location, such as "district office."

Field 3

Enter the mailing address of your school. The correct address is the mailing address of your main instructional site. It may include a P.O. Box number.

You must also enter your school's main telephone number and main fax number.

Field 4

Enter the physical address of your school if it is different from the mailing address.

- Unless filing as a school system, this must be the physical location of your school's main instructional site.

- If the petition is for a public school system, enter the address of the district office.

- The petition of a private kindergarten-12 system with record keeping centralized at a main office or school should list that in this field.

- This may not include a P.O. Box.

Field 5

You must select your type of school. This refers to the general nature of school ownership (i.e., public or private). If your school is privately owned, you must state the name and address of the owner of the school.

- If a board of trustees or directors operates your school, enter that information in the "Private School Owner Name" field.

- Only list the name of the school president if that person is also the owner.

- If your school is incorporated, list the corporation name and the governing body.

Field 6

Choices for Field 6 include the following:

- Private elementary/middle school (K-8) and/or high school (9-12) (includes K-8 academic programs; 9-12 academic or vocational programs)

  o Do not select boxes 5-8. They relate to post-secondary programs.

    o A school that offers programs of study listed in boxes 5-8 cannot be on the same certification petition.

    o You should seek separate certification for those programs of study because there are different regulatory requirements for each level.

  o If you are seeking certification for an elementary and/or middle school and not high school, OR if you are seeking certification for specific grade levels only, you must also check the box for "other". Enter the grade levels for which you are seeking certification (e.g. grades K-8 or grades 9-11).

  o Pre-kindergarten programs are not eligible for certification to enroll F and/or M students. Do not reference them in your petition.

- Public high school includes grades 9-12

  o Public high schools can enroll students for one year only. (Section 625 of Public Law 104-208, "Illegal Immigration Reform and Immigrant Responsibility Act of 1996, "establishing section 214(m) of the Immigration and Nationality Act; September 30, 1996)

- Public high school officials are required to collect the full, unsubsidized per capita cost of providing education at the school for the student's period of attendance.

  - Certification petitions must include a statement signed by an authorized school official that, if certified, school officials will collect money to cover this cost from all F and/or M students enrolled at the school.

  - State law prohibits Texas public high schools from making this collection and they are, consequently, ineligible to be SEVP-certified.

- Do not select boxes 5-8. They relate to post-secondary programs.

  - A school that offers programs of study listed in boxes 5-8 cannot be listed on the same certification petition.

  - You should seek separate certification for them with a petition limited to post-secondary programs.

- If you seek certification for specific grade levels, you will need to select "Other" and specify the grade levels you seek to offer. (Ex. "Other: Private High School Grades 10-11").

- Vocational or technical education (other than high school)

  - These include a community college or junior college or other school that provides vocational or technical training.

  - School officials seeking school certification to enroll M students (as indicated in Field 1 of the petition) should select this box.

- Flight training should only be selected if the school engages in flight training (i.e., pilot training)

  - The school must be FAA Part 141 or 142 certified (SEVP does not recognize provisional certification).

  - If the school is engaged in aviation-related higher education as well as flight training, also select the box "Higher Education."

  - Do not select this box if the school only engages in airplane maintenance training and/or related operations that do not involve flight training (i.e., pilot training). Programs of study limited to the description in this bullet should be entered in the box "Vocational or technical education."

  - If your school engages in flight training and airplane maintenance training and/or related operations, select both the "Vocational or technical education" and the "Flight training" boxes.

- Language training includes English language training/programs in which you are issuing a degree and/or certificate.

- This does not include English language training/programs without accreditation from a U.S. Department of Education nationally recognized accrediting body.

- This does not include English language training for the purpose of being able to understand a vocational or technical program.

   - This training is part of that program of study, encompassed in the "vocational or technical education" selection.

   - Common need for such training is found in flight training and some medical specialties.

- Higher education includes issuing one or more of the following degrees: associate, bachelor's, master's, doctorate or professional degrees, including the following:

   - College or university that awards associate, bachelors, masters, doctorate or professional degrees.

   - Community or junior college that provides instruction in liberal arts or professions and awards associate degrees.

   - Community colleges or junior colleges that provide vocational or technical training and awards recognized associate degrees.

- Others may include:

   - Kindergarten-12 schools that only offer select grade levels

Field 7

Specify the calendar system of your school's sessions:

- Semester,

- Trimester,

- Quarter, and/or

- Other

   - If the school has more than 20 sessions to report in Field 7, explain this in the text box.

   - If your school measures participation by clock hours, instead of sessions, please specify here.

Field 8

Enter the dates on which each session begins within a calendar year. Your entries should cover at least the entire year. SEVP understands that these dates may change. Please enter your best estimate.

Field 9

Enter the establishment date of your school in the MM/DD/YYYY format.

- This cannot be a date in the future. Your school must be established to be eligible for SEVP certification.

- A school that does not have nationally recognized accreditation and has not been established and in operation for at least two years may have difficulty providing the evidence required for certification.

Field 10

Field 10 asks for the federal, state, local or other operating agency under which your school is authorized.

Contrary to the text in SEVIS, enter only the state educational oversight body under which your school is authorized (i.e., licensed). Do not abbreviate. Do not leave this section blank.

- If your school has instructional sites in multiple states, list all the authorizations from each state.

- If your state educational oversight body requires your school to be authorized by them but you do not have current authorization, please enter "None."

- If your school is exempt from state authorization (licensure), enter "Exempt" and the name of the state body from which your school has an exemption.

- In instances where you have VA recognition this information should be populated here.

Field 11

If your school holds nationally recognized accreditation, enter the full name of the accrediting body in field 11. "Nationally recognized" means those accrediting bodies recognized by the U.S. Department of Education.

- If your school is not accredited by a nationally recognized body, enter "none."

- If your school's status with the accrediting body is "provisional" or "candidate," perform one of the following actions:

  o Consult with the accrediting body to determine if the status is recognized as full accreditation and, if so, enter the full name of the accrediting body.

  o Enter "none." SEVP will consider the school non-accredited.

  o Postpone the SEVP certification petition until receipt of full accreditation.

In addition to the above, flight school officials must enter the school's FAA Part 141 or 142 certification and Air Agency Certificate number with expiration date in this field. SEVP only

accepts full FAA Part 141 or 142 certification so without it, the school is ineligible for SEVP certification.

Field 12

Select only the areas of study for which your school intends to enroll to F and/or M students. Be specific.

Field 13

Identify the educational objective of all programs of study for which your school intends to enroll F and/or M students:

Type of school	Correct petitioner action
Post-secondary	• Select all degrees that your school intends to confer to F and/or M students who successfully complete a program of study. • Select "other" and enter "certificate" if the educational objective of a program of study in which your school intends to enroll F and/or M students is a certificate. Specify the area for each program of study certificate you intend to offer in Field 17. • If your school offers degrees not available in a check box option, select "other" and enter them. • Be as specific as possible and check all that apply.
High schools	• Select "other" and enter "high school diploma" or a similar appropriate description.
All schools	• Select "other" and enter "certificate" if the educational objective of a program of study in which your school intends to enroll F and/or M students is a certificate. • Select "other" and enter "diploma" if the educational objective of a program of study in which your school intends to enroll F and/or M students is a diploma. Specify the area for each of these programs of study in Field 17.

Field 14

Leave drop-down options blank that do not apply to your school. Only enter answers into the fields that pertain to your school's educational level and/or program(s) of study. For example, if your school is a college or university, leave blank the fields that pertain to elementary or secondary schools.

- If your school is both a post-secondary and elementary or a secondary school, you may only apply for one educational level on a single Form I-17.

- If your school is applying as only F or only M, complete only the applicable section in this field.

- "The school is/is not engaged in English language training" option only applies to ESL schools/programs accredited by a nationally-recognized accrediting agency. Only use this dropdown if you are petitioning to be SEVP-certified and issue Forms I-20 for a standalone ESL program.

Note that this option is one of the most frequently mismarked. An incorrect response will lead to delays in processing your petition.

Field 15

You must select when your school holds sessions. You may select both day and evening if both times apply.

Field 16

Enter all requirements for admission to your school (e.g., a high school diploma, a General Educational Development test, a placement test, an English language proficiency test, etc.). It is not sufficient to indicate a website or "see catalogue." Enter your answer in full. The field has a limit of 1,000 characters, so be concise.

A petitioner for a public high school must include a statement acknowledging that an F student must make payment of the unsubsidized per capita cost of education for the period of attendance.

Field 17

Enter the courses of study for which your school is seeking SEVP certification to enroll F or M students.

- For public high schools – Include a statement acknowledging that an F student may only attend one year and only enroll in grades 9-12.

- For private elementary/middle and/or high schools – List each grade level for which you are applying for certification (e.g. grades K-7), as well as the amount of time it takes to complete each grade level.

- For post-secondary academic programs – List all the programs of study for which you are petitioning to issue Forms I-20 and the time necessary to complete each program in weeks, months or years (if the program is based on clock hours these must be listed as well). If your school has two or more versions/schedules of a program they must be listed separately (i.e. day program, evening program).

- For non-degree related programs or English language training programs– List the hours per week of instruction and the total hours/weeks required to complete the program.

- For flight training schools– List each course of study/rating for which your school is petitioning to enroll M students (using the name of the course as it appears on the list of approved courses, issued by the FAA) and the time necessary to complete each course in weeks, months or years.

You may not refer to your school's website or catalogue. You must enter your answer completely. This field has a limit of 500 characters, so be as concise in your answer as possible.

Field 18

You must enter the requirements for graduation for the programs of study for which you are seeking certification.

You may not provide a link to your school's website or catalogue in response to this requirement. This field has a limit of 1,000 characters, so be as concise in your answer as possible.

Field 19

Submit the causes for expulsion. You may not provide a link or reference to your school's website or catalogue in response to this requirement. You must write out your answer completely. This field has a limit of 1,000 characters, so be as concise in your answer as possible.

Field 20

Enter the average annual number for each of the following categories:

- Classes

- Students

- Teachers or instructors

- Non-teaching employees

This number should be the current, average annual number at your school and should include the entire school, not just those that will be related to the expected F and/or M student population.

Field 21

Enter the total approximate annual cost an F or M student can expect to pay while attending your school. Do not include a decimal point in this number. Round the cost up to the nearest dollar.

- The total should include room, board, tuition and all related fees.

- Calculate this number to include all sources of funding (local, state and federal).

- If your school is a public high school, include the dollar amount of the unsubsidized per capita cost of education in this field.

Field 22

Answer the question: "Have you ever applied for approval of school for attendance by nonimmigrant students before?" Your response will be one of three options:

- No. (This is the correct response if officials have never submitted a petition either to the former Immigration and Naturalization System (INS) or to SEVP).

- Yes. (If you are filing an initial petition for your school, the school may have been previously approved by the INS to enroll F and/or M students and let that approval lapse. The correct entry in this field for your school code would be the INS school code).

- Yes. (If you are filing an initial petition for your school, it may have been SEVP-certified and subsequently had certification withdrawn or been denied certification or recertification. In that case, the correct entry for your school would be the previously SEVP-assigned school code).

Adding School Officials

Once you save the information for the first 22 fields, add information on your school officials who are nominees to be DSOs on the "School Official Information" screen. This includes those nominees who will have the added responsibility of being principal designated school officials (PDSOs).

- The head of the school names initial nominees. Nomination certifies the following.

  o The nominee meets qualifications to be a DSO (See *8 CFR 214.3(l)*).

  o DSOs will receive necessary resources and training from the school to fulfill their responsibilities.

- Each instructional site must have an appointed PDSO. SEVP strongly advises school officials to have at least two DSOs (including the PDSO) at each instructional site to provide coverage for SEVIS reporting if one becomes unavailable to perform DSO duties.

- School officials may nominate up to 10 DSOs, including the PDSO, for each instructional site. DSOs perform the following duties:

  o Create and maintain records on F and/or M students enrolled at the school.

  o Advise and assist nonimmigrants regarding maintenance of status.

  o Support timely and complete recordkeeping and reporting to DHS, as required by *8 CFR 214.3(g)*.

- School officials may not permit a DSO or PDSO nominee (or any other unauthorized person) access to SEVIS until DHS considers the nomination.

  o Each DSO (including the PDSO) is considered on an individual basis.

- If approved, the individual will receive a personal username and password.

- DSOs must not share their SEVIS username or password, or they will be subject to prosecution for perjury (*18 U.S.C. 1621*).

- An individual person may be a DSO (including PDSO) of multiple instructional sites.

Enter information on each DSO nominee individually. SEVP requires the following information for each DSO nominee.

- First and last name – Names of DSO nominees should be full, legal names (no nicknames).
- Citizenship information ("The Official is" field) – All DSOs must be U.S. citizens or legal permanent residents. Evidence must be provided. Acceptable evidence must be a copy of one of the following forms of identification:
  - U.S. passport (current or expired),
  - U.S. civil issued birth certificate,
  - Alien registration card, or
  - Naturalization/citizenship certificate

Note that if any of the submitted documents contains a name other than those listed on the Record of Designated School Officials (I-17A), a copy of civil issued evidence, such as a copy of the court order granting the name change or civil issued marriage license, is required. Copies of driver's licenses or Social Security cards are not acceptable.

- Title – Titles should reflect official employment capacity in the school, not just DSO (unless that is the sole area of responsibility). Identify DSO nominees further selected to be PDSOs.

- Work address.

- Telephone number.

- E-mail address - The address entered must be secure. E-mail addresses are not secure if they are accessible by more than one person (for example, info@ABCcollege.edu).

You only need to add information for a particular nominee once, no matter how many instructional sites where you would like the individual to be a DSO.

- **Adding new DSO nominees**. For each new nominee, at the "School Official Information" screen select "Add New Official" to access the fields for entry. After you enter this information for each nominee individually, re-select "add new official." SEVIS will return you to the main school official page where you should see the new additions.

- **Add existing DSOs**. You may also add an existing official. Existing school officials are DSOs who have a SEVIS ID and are currently associated with another school or program, and that you are nominating to be DSOs at your school.

- o For each existing DSO, at the "School Official Information" screen, select "Add Existing Official" to access the fields for entry. After you enter this information for each nominee individually, re-select "Add Existing Official."

- o When you chose this option, you will see a screen where you can search by SEVIS user name. Once you find the correct person, you can also select "Add Existing Official."

- **Updating/deleting DSO nominee information**. If you need to update DSO information or delete DSOs, select the appropriate option under the "Command" column.

Adding Instructional Site (Campus) Locations

In the last section, "Campus Information," you must enter instructional sites (formerly SEVP used the term "campus"),[1] with the following guidelines:

- **Public or Accredited Schools.** School officials must submit and maintain SEVIS information for the main instructional site, all instructional sites where an F or M student can receive 50% or more of a program of study, and all separate record locations.

- **All Other Schools.** School officials must submit and maintain SEVIS information for all instructional sites and any separate record locations.

- **Main instructional site**. SEVIS will pre-populate your main instructional site's information based on the information you previously entered in Fields 3 and 4.

- **Additional instructional sites**. To enter additional instructional sites, select "Add Campus." Enter required information, including the instructional site's name and the mailing address. We suggest that you enter information for all data fields, but the required information fields have an asterisk next to them.

Select "Accept Changes." When you do so, SEVIS will return you to the "Campus Information" screen. The newly added instructional site should now show, along with all others you have entered, on this page. If you make a mistake or omission, select the "Command" column; you can update the information, delete the location or add school officials.

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[1] SEVP now uses the term "instructional site" instead of "campus." Recent SEVP guidance explains the change in terminology and gives specific school reporting requirements.

An instructional site is any physical location where schools provide instruction or training under the school's governance. In addition to properties owned by schools, this includes all locations where schools rent, lease or utilize space and provide the instruction or training under school governance.

The term "instructional site" also incorporates all terms commonly used for describing a physical location of instruction or training (e.g., campus, satellite, auxiliary, coordinate, extension, off-campus, regional, K-12 school, etc.).

Select "Add Campus" and repeat this process as often as needed to complete your submission.

Assigning School Officials

Before you can submit your application, you must assign DSO nominees to each instructional site. Also, each DSO nominee must be assigned to at least one instructional site that is entered in SEVIS.

For each instructional site in SEVIS, from the "Campus Information" screen, select "Officials" under the "Command" column.

Next, you will see the "Assigning Campus Officials" page. For each school official listed on this page, you must select "PDSO," "DSO" or "No Role."

- There must be one PDSO listed for every instructional site.

- Select "No Role" if a specific school official will not be performing a role at a particular instructional site in SEVIS.

To complete this step for each instructional site, select "Accept Changes." When you do so, SEVIS will return you to the "Campus Information" screen.

Submitting the Form I-17 in SEVIS

You have reached the end of the Form I-17. You may go back to previous pages in the form, submit the petition in SEVIS or print the form.

Please note that the field numbers in SEVIS are different from those on the printed Form I-17.

When you complete all of the required sections in the Form I-17, you can submit it to SEVP for adjudication. Do not do so until you have finished assigning school officials to all of the instructional sites. To submit your Form I-17 in SEVIS, click the "Submit" button; SEVIS will send your petition to SEVP for review.

- To receive consideration by SEVP (i.e., to be adjudicated), the petition submission must be accompanied by the electronic submission of all required supporting documents.

- After a Form I-17 has been submitted to SEVP, school officials are unable to amend any data on the petition or SEVIS school information until it has been adjudicated.

   o Carefully crosscheck the entire petition for completeness and accuracy prior to submission.

   o If changes occur in the information collected for the petition during adjudication, school officials should report them immediately to SEVP. SEVP will determine if the changes are substantive.

   o SEVP will not enter non-substantive changes until completion of the adjudication.

o SEVP may enter substantive changes if they might influence the adjudication. School officials should anticipate that substantive changes to an initial SEVP certification petition may significantly increase the time until completion of adjudication.

When you have submitted the Form I-17, SEVIS will show you a confirmation screen. On this screen you can view your form, print your form, or visit pay.gov to submit the filing and site visit fees.

Please note, the numbering on the printed version of the Form I-17 is different from the SEVIS version:

Printed Version → SEVIS Version

1. → 1.
2. → 2.
3. → 3.
4. → 5. (School type)
5. → 6.
6. → 7.
7. → 8.
8. → 9.
9. → 4.
10. → 5. (Name and address of owner)
11. → 22.
12. → 10.
13. → 11.
14. → 12.
15. → 13.
16. → 14.
17. → 15.
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Glossary of Terms

DSO (including PDSO): A regularly employed member of the school administration who has an office at the school and whose primary compensation does not come from commissions from the recruitment of foreign students. The president, owner or head of a school or school system must name the PDSO and any other DSO by signing the Form I-17A. The PDSO and DSO may not delegate this designation to any other person.

- The PDSO has the same responsibilities as other DSOs, but has some added responsibilities.

- When you enter DSO information in SEVIS, include the names (full name, including suffixes, no nicknames), titles (this should be the title of the individual at the

petitioning school, not PDSO or DSO as the individual's title) and sample signatures of each DSO on the Form I-17A. Please note that page one of the Form I-17A requires the signatures of each DSO between the title and telephone number.

Form I-17: To issue Forms I-20 and enroll F and/or M students in programs of study, schools must complete and submit school information in SEVIS for SEVP certification. They must also attest to knowledge of pertinent regulations and intent to comply with DHS requirements. The Form I-17 is a print-out of the school information in SEVIS and is used to collect school official signatures of attestation.

F Student: Nonimmigrant student legally in the United States for the purpose of academic or English language education.

M Student: Nonimmigrant student legally in the United States for the purpose of non-academic, vocational education.

Public school: A school funded through state, local or federal funds.

SEVP: A part of ICE that acts as a bridge for government organizations that have an interest in information on nonimmigrants whose primary reason for coming to the United States is to be F and M students. SEVP performs the following tasks:

- Within ICE, SEVP adjudicates petitions from schools that want to enroll F and/or M students to determine school eligibility

- Manages SEVIS to monitor schools and exchange visitor programs as well as F, M and J nonimmigrants.

- Certifies schools to issue Forms I-20 and enroll F and/or M students.

SEVP certification: Certification is the process through which schools go to receive authorization from DHS to enroll F and/or M students.

SEVP-certified school: A college, university, seminary, conservatory, high school, private elementary school, private middle school, other academic or vocational school or language training program in the United States that has applied for and received certification to enroll F and/or M students.

- Having SEVP certification means that the DSOs have access to SEVIS and may issue Forms I-20 to prospective F and/or M students. To maintain certification, school officials must comply with SEVP policies, as well as recordkeeping and reporting requirements stipulated in *8 CFR 214.3*.

SEVIS: The Internet-based system that DHS uses for the following purposes:

- To maintain information on SEVP-certified schools and the F and M students who come to the United States to study.

- To maintain information on the Department of State's designated exchange visitor program sponsors and J-1 status exchange visitor program participants.

- To track F-2, M-2 and J-2 dependent statuses.

Contact SEVP

For questions about the school certification process, please contact the SEVP Response Center at sevp@ice.dhs.gov or 703-603-3400.

For more information, visit [Study in the States](#) or the [SEVP website](#).

For information on enrolling J-1 exchange visitors, please visit the [Department of State's website](#).